

How the Iowa Department for the Blind Researches a Request

The following is a simple outline of researching a request:

1. Receive request.
2. Determine if student is a member of Iowa Library for the Blind & Physically Handicapped (ILBPH) and Recordings for the Blind & Dyslexic (RFB&D).
3. Determine media requested for textbooks: Braille, large print, audio, electronic files, etc.
4. Determine if textbook requires special formatting i.e.: uncontracted Braille, single sided Braille, etc.
5. Determine if materials are available from the ILBPH collection or have been produced by ILBPH in the past.
6. If materials are not available from the ILBPH collection or have not been produced in the past, determine if materials are available from other sources:
 - A. For Audio:
 1. National Library Service (NLS) collection
 2. RFB&D
 3. Bookshare
 4. NIMAC
 5. Xavier Society
 6. Commercial audio
 - B. For Braille:
 1. Iowa Braille School (IBS)
 2. NLS collection and Multistate Center (regional repository for NLS)
 3. LOUIS (American Printing House for the Blind union online catalog)
 4. NIMAC
 5. Bookshare
 - C. For Electronic Files:
 1. LOUIS
 2. Bookshare
 3. NIMAC
 4. Contact publisher for files not listed on NIMAC in some cases
7. If materials are not available from the collection or another source, produce materials.
8. If NIMAS files are available, assign files to an Accessible Media Producer (AMP) as a production aid.
9. Assign production:
 - A. If Braille: Assign to Braille transcriber in-house (INH), volunteer, contractor, or Anamosa Braille Center (ABC).
 - B. If Audio: Assign INH (may be sent to volunteer or prison recording program).
 - C. If electronic files: Assign INH, ABC, or contractor.
 - D. If large print: Assign to Library Reproduction Services (LRSM), APH, Huge Print Press, or Specialty Publishing.
10. Record each request in Production Tracking System (PTS) to track progress of request.